

1. Intro
  - a. Review of Agenda
  - b. Goal Setting
  - c. Ground Rules
2. Formation / Composition
  - a. Recruitment
  - b. Application
  - c. Review
  - d. Selection
  - e. Size
  - f. Vacancies / Replacements
3. Support / Staffing
  - a. Initial / CSA
    - i. Staff on Loan
    - ii. Definition of fully functional
  - b. Ramp Up
    - i. Org Chart
    - ii. Core Staff
    - iii. R.A.s
    - iv. Temp Staff
    - v. Consulting Services
  - c. Ramp Down
  - d. Long-Term
4. Finances
  - a. Initial Allocations
  - b. Expenditure monitoring / Management / Reporting
  - c. Supplemental Requests
  - d. Long-Term
5. Admin / Finance
  - a. Policies & Procedures
    - i. Development of Policies & Procedures
    - ii. Personnel
      1. Recruitment
      2. Oversight of ED
      3. Instructions to Staff
    - iii. Procurement
      1. Internal Processes
      2. External Review
    - iv. Travel
    - v. Public Comment

- b. State Rules
  - c. IT & Cybersecurity
- 6. Legal
  - a. Existing Legal Framework
  - b. Legal Support – Internal / OAG / External
    - i. General
    - ii. VRA
    - iii. Litigation – will be subject of later LL event
- 7. Meetings
  - a. Frequency
  - b. Structure
  - c. Process
    - i. Decision-making
- 8. Agenda Setting / Internal Communications
  - a. Role of Staff
  - b. Role of Chair
    - i. Leading the Commission vs Facilitating the Meetings
  - c. Subcommittees
  - d. Reporting
    - i. Accomplishments vs Status
- 9. Training / Team Building
  - a. “Curriculum”
  - b.
- 10. Education
  - a. Materials Development
  - b. Delivery
    - i. Commissioners
    - ii. Staff
    - iii. Online
- 11. Communications
  - a. Website
  - b. Media
  - c. Social Media
  - d. Managing expectations / Promoting Understanding
- 12. Outreach
  - a. Establishing contacts
    - i. Integration with / building on Census outreach efforts

- b. Relationships with Local Redistricting Bodies
- c. Relationships with Out-of-State Commissions and Groups
- d. Public Input
  - i. Public Input Sessions
  - ii. Written Input
    - 1. Website / e-mail / Letters
    - 2. Col Tool
      - a. Electronic
      - b. Paper
  - iii. Access Centers

#### 13. Data Tools / Mgmt

- a. Statewide Database
  - i. Relationship with Commission
  - ii. Development of Community Input Tools
- b. Software
- c. Process
- d. Surge Staffing

#### 14. Mapping

- a. Preparation
  - i. Goal- and Rule-setting
  - ii. Sourcing Non-Census Data
- b. Process
  - i. Visualizations
  - ii. Maps from the Public
  - iii. Preliminary Drafts
  - iv. Public Input
  - v. Further Explorations
  - vi. Final Maps
  - vii. Certification
- c. Public Information

#### 15. Cross-Cutting Issues

- a. Independence
- b. Transparency
- c. Nonpartisanship
- d. Scope of Work
  - i. U.S. House
  - ii. State Senate
  - iii. State Assembly
  - iv. Board of Equalization
- e. Languages
- f. Record-keeping and Institutional Memory

- g. Timeline / Level of Effort

#### 16. Learning and Sharing Experiences

- a. Lessons Learned from Other States (*find or develop comparison table*)
  - i. Arizona
  - ii. Colorado
  - iii. Hawaii
  - iv. Idaho
  - v. Michigan
  - vi. Washington
- b. Lessons For Other States
- c. Lessons From & For Local Redistricting Efforts in California

#### 17. Recommendations

- a. Legislative
- b. Regulatory
- c. Procedural